



**IOWA**  

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**FFA ASSOCIATION**

**COURTESY CORPS**

**HANDBOOK**

**Posted April 3, 2016**

Iowa FFA Association  
FFA Enrichment Center  
1055 SW Prairie Trail Parkway  
Ankeny, IA 50023  
[www.iowaffa.com](http://www.iowaffa.com)

## **Courtesy Corps Guidelines:**

Thank you for serving on the Courtesy Corps at the Iowa FFA Leadership Conference. This is an amazing opportunity to meet new people, serve the Iowa FFA Association, and see a side of the conference that many do not get the privilege to see. Without the help from the Courtesy Corps, State Conference would not be as successful. The following information includes guidelines for those members who serve on courtesy corps. Your coordinators will address these in more detail throughout convention as needed. Past and current District Officers will serve as the group leaders. If you have questions or concerns, please contact those listed at the end of this handbook.

### **General Expectations:**

- Wear proper Official Dress the whole time. Exception: Sunday evening set up.
- Provide directions to the general public as needed.
- Be on time and report to the Courtesy Corps Headquarters 15 minutes before each assigned event. Exception: Meeting at 7:30 AM on Monday is in VIP 134.
- Be assertive and a team player.
- Respect the directions given by group leaders.
- Patrol the concourse of Hilton Coliseum Chapter Exhibit Area.
- Be polite and positive regarding the assignments given.
- Always use appropriate language and mannerisms.
- Help where needed and be flexible.
- Represent your chapter, community, and district.
- Communicate with Coordinator/Group leaders about any issues as they arise.
- **District Officers are expected to be group leaders. You are the point of contact between Convention Staff and other Courtesy Corp members. You must be available when you are scheduled and you are expected to provide exemplary leadership.**

### **FFA Code of Ethics:**

FFA members will conduct themselves at all times in order to be a credit to their organization, chapter, school, and community by:

- Dressing neatly and appropriately for the occasion.
- Showing respect for the rights of others and being courteous at all times.
- Being honest and not taking unfair advantage of others.
- Respecting the property of others.
- Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
- Demonstrating sportsmanship in the show ring, judging contests, and meetings.
- Being modest in winning and generous in defeat.
- Attending meetings promptly and respecting the opinion of others in discussion.
- Taking pride in our organization, activities, supervised experience programs, exhibits and the occupation of agriculture.
- Sharing with others experiences and knowledge gained by attending national and state meetings.
- Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
- Appreciating and prompting diversity in our organization.

## **All General Sessions**

- 1<sup>st</sup>: Monday 3:30-7pm
- 2<sup>nd</sup>: Tuesday 8:00-11am
- 3<sup>rd</sup>: Tuesday 12:00-3pm
- 4<sup>th</sup>: Tuesday 3-6:30pm
  - Stand at entrances and check for conference buttons.
  - Check for laser pointers/paper airplanes, etc.
  - Two people will assist conference staff backstage.
  - Patrol 200-level of Hilton and encourage members to sit closer to the front of the sections.
  - Patrol stairwells leading from the concourse to the 200-level.
  - Assist where needed.

## **Sunday:**

- **Set Up (3-7pm)**
  - Help chapters find their assigned locations for their exhibits.
  - Help post event orders for Monday's events.
  - General assistance where needed.
- **Courtesy Corps Meeting in VIP 134 at 7-7:30pm (Must attend one meeting)**
  - Meet with coordinators.
  - Tour Hilton Coliseum and Scheman Building.
  - Discuss general rules and guidelines.

## **Monday:**

- **Courtesy Corps Meeting in VIP 134 at 7:30-8am (Must attend one meeting)**
  - Meet with coordinators.
  - Tour Hilton Coliseum and Scheman Building.
  - Discuss general rules and guidelines.
- **Leadership CDE's (8am - 2pm)**
  - Arrive to your post by 7:45am if possible.
  - Door Keepers:
    - Follow the directions of the event chairperson.
    - Make sure no one disturbs the events.
    - Keep the hallways quiet during events.
  - Holding Room:
    - Keep members in and the public out.
    - Escort members to and from restroom.
    - Assist the holding area chairperson (Mr. Ron Zelle, Nashua).
  - Lunch:
    - Deliver lunches to judges/help.
- **Business Session (9am - Noon)**
  - Assist delegates in locating their seats.
  - Secure the delegate floor.
  - Escort delegates and candidates to/from restroom if needed.
  - Once delegate roll call is taken secure the delegate floor.
- **FFA Idol Competition (12:00-3:30pm)**
  - Assist with set-up/take-down of props.

## **Tuesday:**

- **Skills CDE's (7:30am – 1:30pm)**
  - Arrive to your post by 7:15am if possible.
  - Door Keepers:
    - Follow directions of the event chairperson
    - Make sure no one disturbs the contests.
    - Keep the hallways quiet during contests.
  - Lunch:
    - Deliver lunches to judges/help.
- **Iowa Degree Photo (2:30pm – 3:30pm)**
  - Assist Doese Photography in lining up Degree recipients.

## **Contact Information**

- Megan Rauen – [mmrauen@iastate.edu](mailto:mmrauen@iastate.edu)
  - Lead Courtesy Corps Coordinator
- Logan Kelly – [ljkelly@iastate.edu](mailto:ljkelly@iastate.edu)
- Michael Wittrock – [mikedatike@gmail.com](mailto:mikedatike@gmail.com)
- Amanda Anderson – [aanderson@iowaffa.com](mailto:aanderson@iowaffa.com)
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